# Verifications

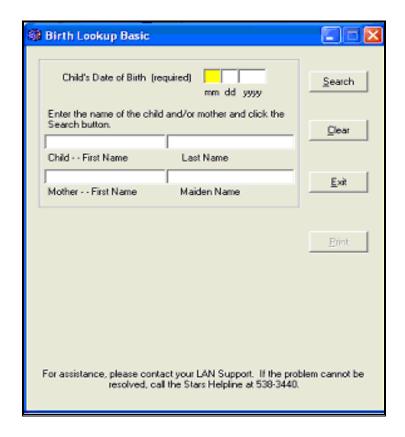


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# Birthdate, Citizenship, Social Security Number and Ethnicity

#### Prior to November 2006



**Child's Date of Birth:** Required field. Obtain from PACMIS, caseworker or parent

statement, court orders or SAFE. MM/DD/YYYY format

**Child—First Name:** Obtain from PACMIS, caseworker or parent statement, court

orders, or SAFE. Try different spellings if search is

unsuccessful.

Child—Last Name: Obtain from PACMIS, caseworker or parent statement, court

orders, or SAFE. Try different spellings if search is

unsuccessful.

Mother—First Name: Obtain from PACMIS, caseworker or parent statement, court

orders, or SAFE. Try different spellings if search is

unsuccessful.

**Mother—Maiden Name:** Obtain from PACMIS, caseworker or parent statement, court

orders, or SAFE. Try different spellings if search is unsuccessful

The **print button** will be activated after a successful search is completed. **Print** by selecting that button.

\*\* The only required field is the Child's Date of Birth. You then may enter and search by a combination of any of the other fields to locate the birth record.

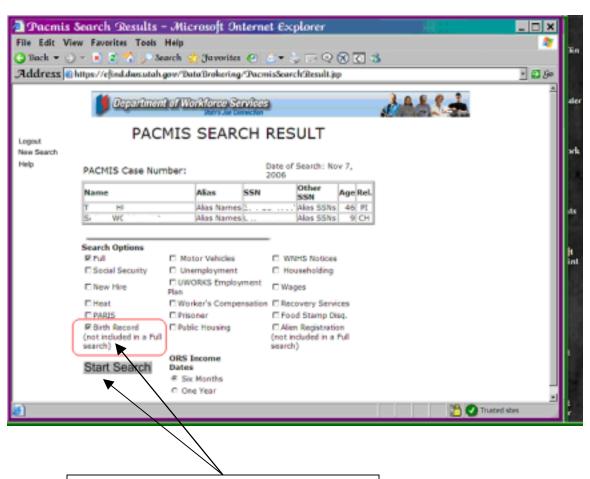
\*\*\*THE INFORMATION OBTAINED FROM THE HCF BIRTH VERIFICATION SYSTEM IS FOR THE USE OF THE ELIGIBILITY WORKERS ONLY AND IS NOT TO BE DISTRIBUTED. THE HCF RECORD IS NOT AN OFFICIAL DOCUMENT AND ONLY VERIFIES THAT THE STATE HAS RECORD OF THE CHILDS BIRTH.

THE INFORMATION COMES FROM UTAH BIRTH CERTIFICATES, AND AS SUCH IS CLASSIFIED "OTHER" UNDER THE GOVERNMENT RECORDS MANAGEMENT ACT (GRAMA). THIS MEANS THAT INFORMATION DERIVED FROM THE SCREENS IS NOT TO BE DISCLOSED OUTSIDE OF GOVERNMENT, EVEN IN RESPONSE TO A "GRAMA" REQUEST FOR THE INFORMATION.

FACTS ABOUT A BIRTH MAY NOT APPEAR TO BE ALL THAT SENSITIVE, BUT PARENTS PROVIDE US THIS INFORMATION WITH THE UNDERSTANDING THAT IT WILL ONLY BE USED WHEN NECESSARY FOR OFFICIAL PURPOSES. WE HAVE A RESPONSIBILITY TO HONOR THAT TRUST.

PLEASE BE MINDFUL THAT ALL THE FACTS ABOUT A PERSON'S BIRTH ARE PRIVATE INFORMATION. YOUR ACCESS TO THE BIRTH DATABASE IS FOR OFFICIAL PURPOSES ONLY. USERS MUST PRESERVE THE CONFIDENTIALITY OF INDIVIDUALS IDENTIFIED.\*\*\*

# e-Find Vital Statistics Search

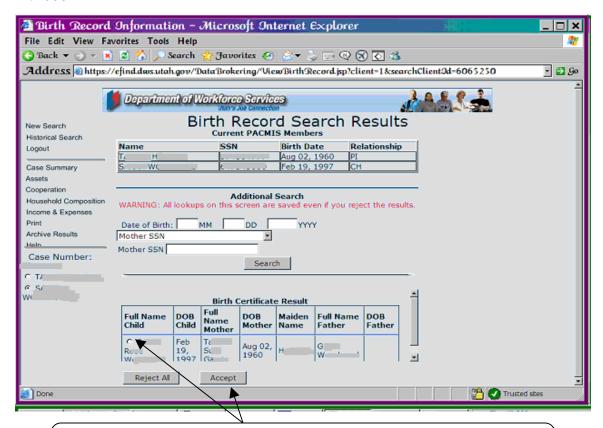


Birth Record search must be selected. Click "Start Search".



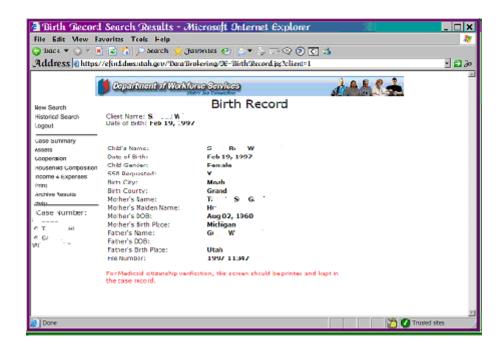


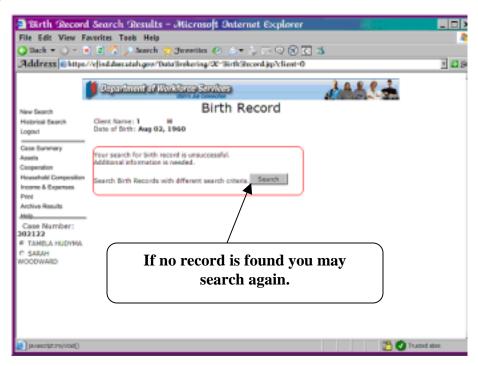
A check in the birth record field indicates a birth record has been located for that person. Click on the check mark to access the record.

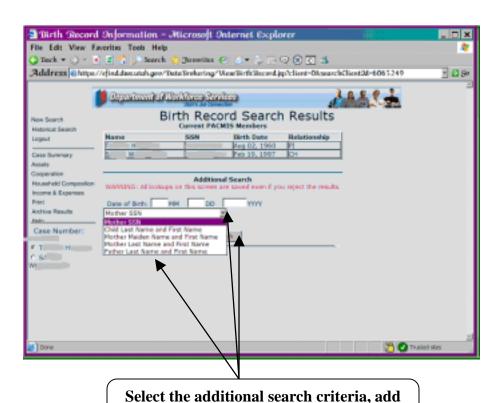


Select the person of for whom you need to locate the birth record. Click "Accept".

## **Birth Record Displays**

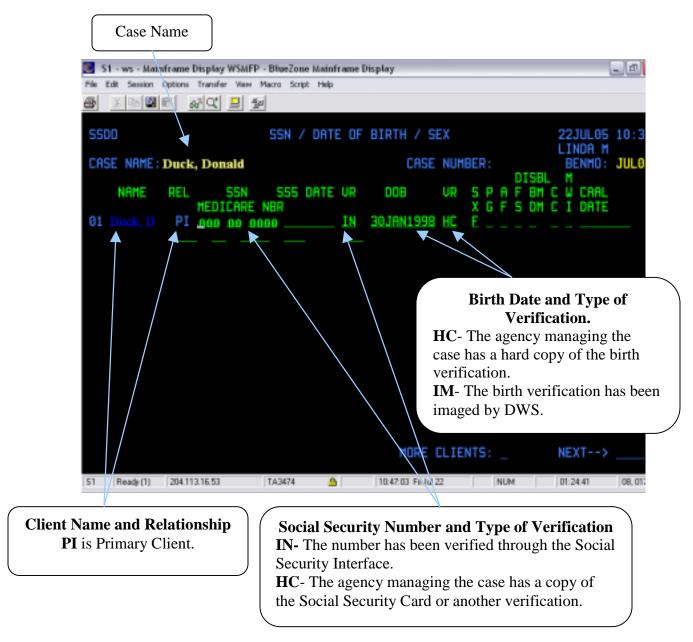






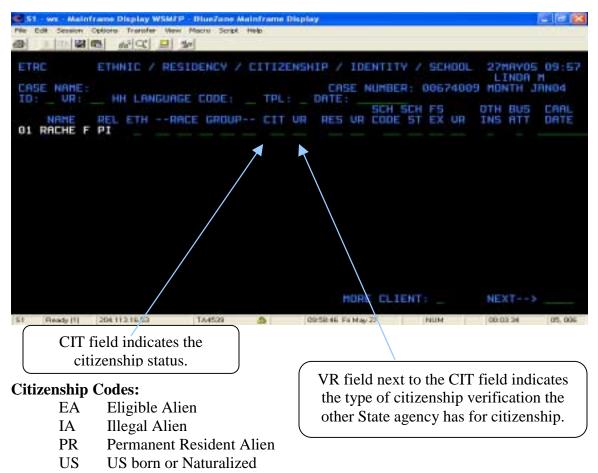
the information and then click "Search".

Using PACMIS Screens as Birth Date and SSN Verification



A PACMIS verification code of IM or HC in the birth date verification type field on the SSDO screen indicates that another agency has a copy of the birth verification. This is acceptable proof of citizenship for Foster Care IV-E and Medicaid purposes. A PACMIS verification code of IN or HC in the SSN verification field indicates that another agency has a copy of the Social Security card or a verification of the SSN. This is acceptable proof of the SSN for Foster Care Medicaid purposes.

## **Using PACMIS Screens as IV-E Citizenship Verification**



A complete list of citizenship codes is available in the <u>PACMIS Quick Reference Guide</u>, page 14.

#### **Verification Codes:**

- AG Not for worker use, entered by the system
- CS Client Statement
- EV Electronic Verification
- HC Hard Copy
- IM Imaged Verification
- IN Interface

A complete list of verification codes is available in the <u>PACMIS Quick Reference Guide</u>, page 10.

A PACMIS verification code of IM or HC in the CIT field on the ETRC screen indicates another agency has a copy of the citizenship verification. This is acceptable proof of citizenship for IV-E purposes. *This is not acceptable proof for Medicaid purposes*. Verification of citizenship for Medicaid purposes must meet the new requirement beginning July 1, 2006. Print this screen for the IV-E eligibility file.

## **Vital Statistic Offices**

#### **Alabama Center for Health Statistics**

P.O. Box 5625 Montgomery, Alabama 36104 (334) 206-5418

#### Website information for obtaining birth certificate

http://ph.state.al.us/chs/VitalRecords/VRECORDS.HTMl

State Website: http://www.Alabama.gov

#### **Alaska Bureau of Vital Statistics**

5441 Commercial Blvd. Juneau, Alaska 99801 (907) 465-3391

Fax: (907) 465-3618

#### Website information for obtaining birth certificate

http://www.hss.state.ak.us/dph/bvs/birth\_statistics/default.htm

State Website: <a href="http://www.alaska.gov/">http://www.alaska.gov/</a>

#### **Arizona State Division Of Public Health**

Office of Vital Records P.O. Box 3887 Phoenix, Arizona 85030-3887 (888) 816-5907 Fax: (602) 249-3040

Website information for obtaining birth certificate

http://www.azdhs.gov/vitalrcd/birth\_index.htm
State Website: http://az.gov/webapp/portal/

#### **Arkansas Department of Health**

Division of Vital Records, Slot 44 4815 West Markham Street Little Rock, Arkansas 72205 (501) 661-2726

#### Website information for obtaining birth certificate

http://www.healthyarkansas.com/certificates/certificates.html

State Website: http://www.arkansas.gov/

#### **California Department of Health Services**

Office of Vital Records P.O. Box 997410 Sacramento, CA 95899-7410

#### Website information for obtaining birth certificate

http://www.dhs.ca.gov/hisp/chs/OVR/default.htm

State Website; http://www.ca.gov/state/portal/myca\_homepage.jsp

#### Colorado Department of Public Health

Vital Records Section 4300 Cherry Creek Dr South Denver, Colorado 80246-1530 (303) 692-2224

Fax: (800) 423-1108

#### Website information for obtaining birth certificate

http://www.colorado.gov/colorado-how-do-i/living-here-birth-death-

certificate.html

State Website: http://www.colorado.gov/

#### **Connecticut State Department of Public Health**

Health Dept Vital Records 410 Capitol Ave. P.O. Box 340308 Hartford, Connecticut 06134-0308 (860) 509-7897

Fax: (860) 509-7964

#### Website information for obtaining birth certificate

http://www.dph.state.ct.us/OPPE/hpvital.htm?dsftns=27347

State Website: <a href="http://www.ct.gov/">http://www.ct.gov/</a>

#### **Delaware State Health and Social Services**

Office of Vital Statistics P.O. Box 637 Dover, Delaware 19903 (302) 744-4549

#### Website information for obtaining birth certificate

http://www.state.de.us/sos/gic/forms/VitalStatistics/default.shtml

State Website: http://www.delaware.gov/

#### Florida State Department of Health

Office of Vital Statistics Attn: Customer Services P.O. Box 210 Jacksonville, FL 32231-0042 (904) 359-6900 extension 9000 (877) 550-7428

#### Website information for obtaining birth certificate

http://www.doh.state.fl.us/

State Website: http://www.florida.gov/

#### **Georgia State Public Health**

Vital Records 2600 Skyland Drive NE Atlanta, GA 30319-3640 (404) 679-4701

#### Website information for obtaining birth certificate

http://www.georgia.gov/00/channel\_title/0,2094,4802\_5009,00.html

State Website:

 $\underline{http://www.georgia.gov/00/home/0,2061,4802,00.html;jsessionid=907AE8186C1}$ 

FCBC1DF2922857CA0D860

#### Hawaii State Department of Health

Office of Health Status Monitoring Issuance/Vital Statistics Section P.O. Box 3378 Honolulu, HI 96801 (808) 586-4533

#### Website information for obtaining birth certificate

http://www.hawaii.gov/health/vital-records/vital-records/index.html

State Website: <a href="http://www.hawaii.gov/portal/">http://www.hawaii.gov/portal/</a>

#### **Idaho State Vital Records Office**

Bureau of Vital Records and Health Statistics

P.O. Box 83720

Boise, Idaho 83720-0036

(208) 334-5500 Fax: (866) 559-9629

#### Website information for obtaining birth certificate

http://www.healthandwelfare.idaho.gov/portal/alias Rainbow/lang en-

<u>US/tabID</u> 3335/DesktopDefault.aspx State Website: http://www.idaho.gov/

#### **Illinois State Department of Health**

Division of Vital Records 605 W Jefferson St. Springfield, Illinois 62702-5097 (217) 782-6553

Fax: (217) 523-2648

Website information for obtaining birth certificate

http://www.idph.state.il.us/vitalrecords/birth\_faq.htm

State Website: <a href="http://www.illinois.gov/">http://www.illinois.gov/</a>

#### **Indiana State Department of Health**

Vital Records Department 6 W Washington Street Indianapolis, Indiana 46204 (317) 233-2700

Fax: (866) 559-9631

#### Website information for obtaining birth certificate

http://www.in.gov/isdh/bdcertifs/birth\_and\_death\_certificates.htm

State Website: http://www.state.in.us/

#### **Iowa State Department of Public Health**

Bureau of Health Statistics 321 E 12<sup>th</sup>, 4<sup>th</sup> Floor Des Moines, Iowa 50319 (515) 281-4944

#### Website information for obtaining birth certificate

 $\underline{http://www.idph.state.ia.us/eh/health\_statistics.asp}$ 

State Website: http://www.iowa.gov/state/main/index.html

#### Kansas State Department of Health and Environment

Office of Vital Statistics Curtis State Office Building 1000 SW Jackson, Suite 120 Topeka, Kansas 66612 (785) 296-3253

Fax: (785) 357-4332

#### Website information for obtaining birth certificate

http://www.kdhe.state.ks.us/vital/

State Website: http://www.accesskansas.org/

#### **Kentucky State Department of Public Health**

Cabinet for Health and Human Services 275 E Main Street Frankfort, Kentucky 40621 (502) 564-4212

#### Website information for obtaining birth certificate

http://chfs.ky.gov/dph/vital/birthcert.htm State Website: http://www.kentucky.gov/

#### **Louisiana State Office of Public Health**

Louisiana Vital Records Registry P.O. Box 60630 New Orleans, Louisiana 70160

(504) 568-5152 (recording)

#### Website information for obtaining birth certificate

http://www.oph.dhh.louisiana.gov/recordsstatistics/vitalrecords/index.html

State Website: <a href="http://www.louisiana.gov/wps/portal/">http://www.louisiana.gov/wps/portal/</a>

#### **Maine State Vital Records Office**

Vital Records State House Station 11 Augusta, Maine 04333-0011 (207) 287-3181

#### Website information for obtaining birth certificate

http://www.maine.gov/dhhs/bohodr/birth1.htm

State Website: <a href="http://www.maine.gov/">http://www.maine.gov/</a>

#### **Maryland State Vital Records Administration**

Division of Vital Records 6550 Reisterstown Rd Reisterstown Road Plaza Baltimore, Maryland 21215 1-800-832-3277

#### Website information for obtaining birth certificate

http://mdpublichealth.org/vsa/html/apps.html
State Website: http://www.maryland.gov/

#### **Massachusetts State Department of Public Health**

Registry of Vital Records and Statistics 150 E Mt. Vernon Street, 1<sup>st</sup> Floor Dorchester, Massachusetts 02125-3105 (617) 740-2600

#### Website information for obtaining birth certificate

http://www.mass.gov/dph/bhsre/rvr/rvr.htm

State Website: http://www.mass.gov/massgov2/index.html

#### Michigan State Vital Records Office

Vital Records Requests P. O. Box 30721 Lansing, Michigan 48909 (517) 335-8666

Fax: (517) 321-5884

#### Website information for obtaining birth certificate

http://www.vitalchek.com/provider\_overview.asp?provider\_id=9172

State Website: <a href="http://www.michigan.gov/">http://www.michigan.gov/</a>

#### **Minnesota State Department of Health**

Attention: Office of the State Registrar

P.O. Box 9441

Minneapolis, Minnesota, 55440-9441

(612) 676-5120 Fax: (612) 331-5776

#### Website information for obtaining birth certificate

http://www.health.state.mn.us/divs/chs/osr/index.html

State Website: http://www.state.mn.us/cgi-bin/portal/mn/jsp/home.do

#### Mississippi State Vital Records Office

Vital Records, State Dept of Health

P.O. Box 1700

Jackson, Mississippi 39215-1700

(601) 576-7981

#### Website information for obtaining birth certificate

http://www.msdh.state.ms.us/msdhsite/index.cfm/31,1240,109,62,html

State Website; http://www.mississippi.gov/index.jsp

#### Missouri State Department of Health and Senior Services

Bureau of Vital Records

P.O. Box 570

Jefferson City, Missouri 65102-00570

(573) 751-6387

#### Website information for obtaining birth certificate

http://www.health.state.mo.us/BirthAndDeathRecords/BirthAndDeathRecords.ht

ml

State Website: http://www.missouri.gov/

#### Montana State Department of Public Health and Human Services

Office of Vital Records and Statistics

P.O. Box 4210

Helena, Montana 59604

(406) 444-2685

Fax: (404) 444-1803

#### Website information for obtaining birth certificate

http://vhsp.dphhs.mt.gov/dph\_12.htm State Website: http://www.montana.gov/

#### **Nebraska State Health and Human Services**

Vital Records P.O. Box 95065 Lincoln, Nebraska 68509 (402) 471-2871

#### Website information for obtaining birth certificate

Email: <a href="mailto:vitalrecords@hhss.ne.gov">mailto:vitalrecords@hhss.ne.gov</a> http://www.hhs.state.ne.us/ced/bicert.htm

State Website: http://www.nebraska.gov/index.phtml?section=nol

#### **Nevada State Health Division**

Division of Health/Vital Statistics 505 East King Street, Rm. #102 Carson City, Nevada 89701 (775) 684-4242

Fax: (775) 684-4146

#### Website information for obtaining birth certificate

http://health2k.state.nv.us/forms/formindex.htm

State Website: http://www.nevada.gov/

#### **New Hampshire State Vital Records Administration**

Health & Welfare Building 29 Hazen Drive Concord, NH 03301 (603) 271-4650

#### Website information for obtaining birth certificate

http://www.sos.nh.gov/vitalrecords/ State Website: http://www.state.nh.us/

#### **New Jersey State Vital Records Office**

State Registrar Search Unit P.O. Box 370 Trenton, New Jersey 08625-0370 (609) 292-4087 ext 582

#### Website information for obtaining birth certificate

http://www.state.nj.us/health/vital/vital.shtml

State Website: http://www.state.nj.us/

#### **New Mexico State Vital Records Office**

P.O. Box 26110 Santa Fe, New Mexico 87502 (505) 827-0121

#### Website information for obtaining birth certificate

http://www.health.state.nm.us/

State Website: <a href="http://www.state.nm.us/">http://www.state.nm.us/</a>

#### New York City Department of Health and Public Hygiene

Office of Vital Records 125 Worth St. CN4, Room 133 New York, New York 10013-4090

Website information for obtaining birth certificate

http://www.nyc.gov/html/doh/html/vr/vrbappl.shtml

#### **New York State Department of Health**

Vital Records Section Certification Unit P.O. Box 2602 Albany, New York 12220-2602 (877) 854-4481

Fax: (877) 854-4607

Website information for obtaining birth certificate

http://www.health.state.ny.us/vital\_records/birth.htm

State Website: <a href="http://www.state.ny.us/">http://www.state.ny.us/</a>

#### North Carolina State Vital Records Office

North Carolina Vital Records 1903 mail Service Center Raleigh, North Carolina 27699-1903 (919) 733-3526

#### Website information for obtaining birth certificate

http://vitalrecords.dhhs.state.nc.us/vr/index.html

State Website: http://www.ncgov.com/

#### North Dakota State Division of Vital Records

600 East Boulevard Avenue Bismarck, North Dakota 58505 (701) 328-2360

Fax: (701) 328-1850

#### Website information for obtaining birth certificate

http://www.vitalnd.com/

State Website: http://www.nd.gov/

#### **Ohio State Department of Health**

Vital Statistics Unit P.O. Box 118 Columbus, Ohio 43215-0098 (614) 466-2531

Website information for obtaining birth certificate

http://www2.odh.ohio.gov/VitStats/vsmain1.htm

State Website: <a href="http://ohio.gov/">http://ohio.gov/</a>

#### Oklahoma State Department of Health

Vital Records Services 1000 Northeast 10th Oklahoma City, Oklahoma 73117 (405) 271-4040

#### Website information for obtaining birth certificate

http://www.health.state.ok.us/program/vital/brec.html

State Website: <a href="http://www.ok.gov/">http://www.ok.gov/</a>

#### **Oregon State Department of Health**

Oregon Vital Records P.O. Box 14050 Portland, Oregon 97293 (503) 731-4108

Fax: (503) 234-8417

#### Website information for obtaining birth certificate

http://egov.oregon.gov/DHS/ph/chs/order/index.shtml

State Website: http://oregon.gov/

#### Pennsylvania State Department of Health

Division of Vital Records P.O. Box 1528 New Castle, Pennsylvania 16103 (724) 656-3100

Website information for obtaining birth certificate

http://www.dsf.health.state.pa.us/health/cwp/view.asp?a=168&Q=229939&health

RNavradC6AE3=|#

Fax: (724) 652-8951

State Website: <a href="http://www.state.pa.us/PAPower/site/default.asp">http://www.state.pa.us/PAPower/site/default.asp</a>

#### **Rhode Island State Department of Health**

Office of Vital Records 3 Capitol Hill, Rm. 101 Providence, Rhode Island 02908-5097 (401) 222-2811

#### Website information for obtaining birth certificate

http://www.health.ri.gov/chic/vital/index.php State Website: http://www.ri.gov/index.php

#### South Carolina State Department of Health

Vital Records Service 2600 Bull Street Columbia, South Carolina 29201 (803) 898-3630

#### Website information for obtaining birth certificate

http://www.scdhec.net/vr/

State Website: http://www.myscgov.com/SCSGPortal/static/home\_tem1.html

#### South Dakota State Department of Health

Vital Records 600 East Capitol Pierre, South Dakota 57501-2536 (605) 773-4961

#### Website information for obtaining birth certificate

http://www.state.sd.us/doh/VitalRec/Vital.htm

State Website: <a href="http://www.state.sd.us/">http://www.state.sd.us/</a>

#### **Tennessee State Department of Health**

Vital Records Central Services Building, 1<sup>st</sup> Floor 421 5<sup>th</sup> Avenue North Nashville, Tennessee 37247-0450 (615) 741-1763 Fax: (615) 741-9860

#### Website information for obtaining birth certificate

http://www2.state.tn.us/health/vr/index.htm State Website: http://www.state.tn.us/

#### **Texas State Department of Health**

Vital Statistics P.O. Box 12040 Austin, Texas 78711-2040 (888) 963-7111

#### Website information for obtaining birth certificate

http://www.dshs.state.tx.us/vs/default.shtm
State Website: http://www.state.tx.us/

#### **Utah State Department of Health**

Office of Vital Statistics P.O. Box 141012 Salt Lake City, Utah 84114-1012 (801) 538-6105

#### Website information for obtaining birth certificate

http://health.utah.gov/vitalrecords/silver/index.htm

State Website: http://www.utah.gov/

#### **Vermont State Vital Records Office**

Vital Records Section P.O. Box 70 Burlington, Vermont 05402 (802) 828-3286

#### Website information for obtaining birth certificate

http://www.healthyvermonters.info/hs/vital/birth.shtml

State Website: <a href="http://vermont.gov/">http://vermont.gov/</a>

#### Virginia State Department of Health

VDH, Office of Vital Records & Health Statistics P.O. Box 1000 Richmond, Virginia 23218-1000 (804) 662-6200

#### Website information for obtaining birth certificate

http://www.vdh.state.va.us/vitalrec/

State Website: <a href="http://www.virginia.gov/cmsportal/">http://www.virginia.gov/cmsportal/</a>

#### **Washington State Vital Records Office**

Center for Health Statistics P.O. Box 9709 Olympia, Washington 98507-9709 (360) 236-4313

Fax: (360) 352-2586

#### Website information for obtaining birth certificate

http://www.doh.wa.gov/EHSPHL/CHS/cert.htm

State Website: <a href="http://access.wa.gov/">http://access.wa.gov/</a>

#### West Virginia State Vital Records Office

350 Capitol St, Rm 165 Charleston, West Virginia 25301-3701 (304) 558-2931

Fax: (304) 558-8001

#### Website information for obtaining birth certificate

http://www.wv.gov/offsite.aspx?u=http://www.wvdhhr.org/bph/oehp/hsc/vr/birtce

rt.htm

State Website: http://www.wv.gov/

#### **Wisconsin State Department of Health**

Vital Statistics P.O. Box 309 Madison, Wisconsin 53701-0309 (608) 266- 1373

#### Website information for obtaining birth certificate

http://www.dhfs.state.wi.us/VitalRecords/birth.htm

State Website:

 $\underline{\text{http://www.wisconsin.gov/state/home/app?COMMAND=gov.wi.state.cpp.comma}} \\ \underline{\text{nd.LoadPortalHome}}$ 

#### **Wyoming State Vital Records Office**

Fax: (307) 635-4103

Vital Statistics Hathaway Building Cheyenne, Wyoming 82002 (307) 777-7591

Website information for obtaining birth certificate

http://wdh.state.wy.us/vital\_records/index.asp

State Website: <a href="http://wyoming.gov/">http://wyoming.gov/</a>

#### **American Samoa Vital Records Office**

Registrar of Vital Statistics
Government of American Samoa
Pago Pago, American Samoa 96799
(684) 633-1406 (684) 633-1222 ext.214
Website information for obtaining birth certificate
http://www.vitalrec.com/as.html

# Canal Zone Vital Records Office

Vital Records Branch
Passport Services
1111 19<sup>th</sup> Street NW, Suite 510
Washington, DC, Canal Zone 34011-2300
(202) 955-0307

Website information for obtaining birth certificate

http://www.vitalrec.com/cz.html

#### **District of Columbia Vital Records Office**

D.C. Vital Records Department 825 N Capitol Street NE 1<sup>st</sup> Floor, Room 1312 Washington, DC 20002 (202) 442-9009

Fax: (202) 783-0136

#### Website information for obtaining birth certificate

http://www.vitalchek.com/provider\_overview.asp?provider\_id=15310

Website: http://www.dc.gov/

#### **Guam Vital Records Office**

Department of Public Health & Social Services P.O. Box 2816 Agana, Guam M.I. 96932 (671) 735-7263

#### Website information for obtaining birth certificate

http://www.vitalrec.com/gu.html

#### Northern Mariana Islands Vital Records Office

Superior Court, Vital Records Section P.O. Box 307 Saipan, MP 96950 (670) 236-9830

Fax: (670) 236-9831

#### Website information for obtaining birth certificate

http://www.vitalrec.com/mp.html

#### **Puerto Rico Vital Records Office**

Department of Health, Demographic Registry P.O. Box 11854
Fernandez Juncos Station
San Juan, Puerto Rico 00910
(787) 767-9120

#### Website information for obtaining birth certificate

http://vitalrec.com/pr.html

#### **Virgin Island Vital Records Office**

#### Saint Croix Vital Records

Dept. of Health, Vital Statistics Charles Harwood Memorial Complex Christiansted, St. Croix, VI 00820 (340) 773-4050

#### Website information for obtaining birth certificate

http://www.vitalrec.com/vi.html

**Saint Thomas Vital Records** 

Old Municipal Hospital St. Thomas, VI 00802 (340) 774-1734

Website information for obtaining birth certificate

http://www.vitalrec.com/vi.html

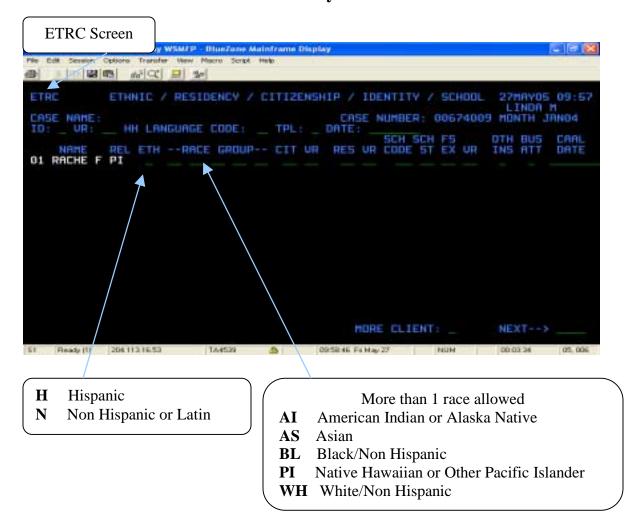
Saint Thomas/John Vital Records Registrar of Vital Statistics Knud Hansen Complex, Hospital Ground

Charlotte Amalie, St. Thomas, VI 00802 (340) 774-9000 extension 4621 or 4623

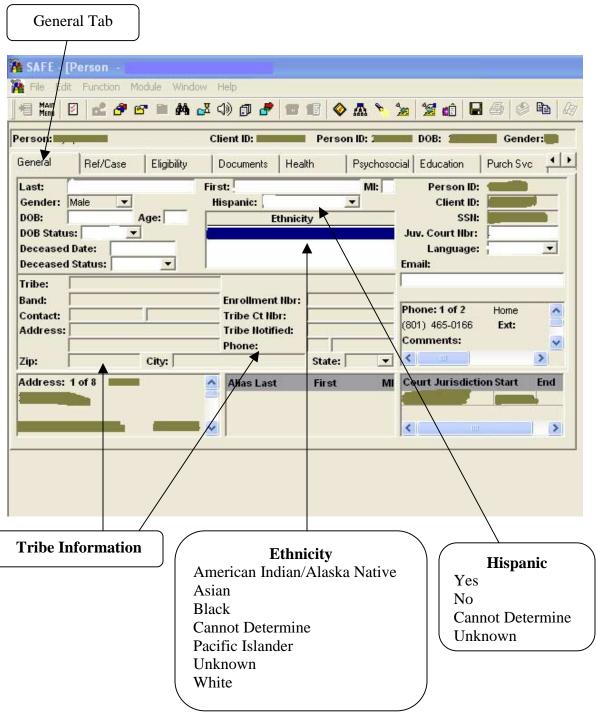
Website information for obtaining birth certificate <a href="http://www.vitalrec.com/vi.html">http://www.vitalrec.com/vi.html</a>

<sup>\*\*</sup>Updated December 2005

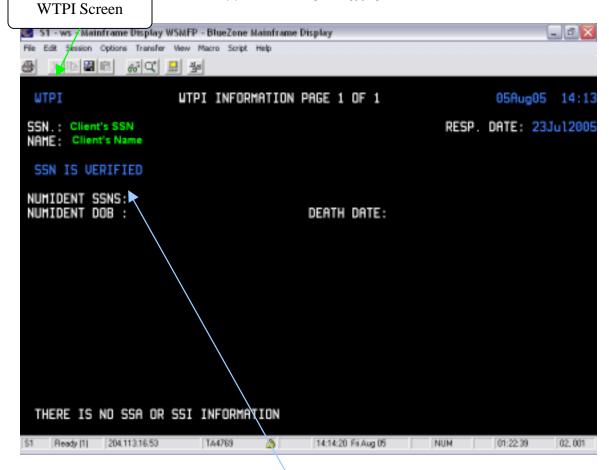
## **PACMIS Ethnicity Information**



## SAFE Person Screen Ethnicity/Hispanic/Tribal Information



### **WTPI Information**



If the SSN comes back as "Not Verified" research will need to be done and the problem corrected.

The WTPI Interface may offer an alternate SSN if the number entered is unverified.

# SAVE Program's Verification Information System (VIS)



The SAVE program provides a way for federal, state and local government agencies to verify an applicant's or recipient's immigration status. When a non-citizen applies for a public benefit, the user agency uses the Verification Information System (VIS) to verify the applicant's immigration status to ensure that the applicant is qualified to receive the benefit. The user agency submits an initial verification through VIS. VIS provides an initial status within seconds based upon information in its online database.

When an applicant has an A-number, you can perform an initial verification to verify immigration status. The A-number is used to search the immigration database for information on the applicant.

#### https://www.vis-dhs.com/WebOne/vislogin.aspx?JS=YES

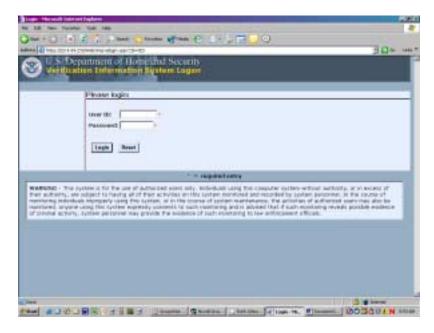
- Jeri Griffin is our agency contact.
  - User ID and Password information
- 4 Online tutorial-a link to the tutorial is on the toolbar.
- ♣ CSC Helpdesk number is 1-800-741-5023 (9a.m.-7 p.m. EDT)

# SAVE/ASVS INITIAL VERIFICATION REQUEST

**INTRODUCTION**: The SAVE system provides a way for benefit-issuing agencies to verify an applicant's immigration status. This verification ensures that only eligible noncitizen applicants receive public benefits.

#### 1. Access SAVE on the Internet.

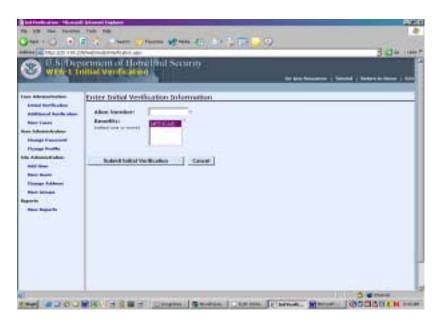
- Open a new Internet session and link to the U.S. Department of Homeland Security (DHS) SAVE website using the above link. This link will take you to the U.S. Department of Homeland Security Verification Information System Login screen.
- ≠ Enter your User ID and Password in the proper fields and press Enter or click on the Login button.



#### 2. Initial Verification Request

- Click on Initial Verification option under Case Administration found on the menu bar on the left side of the web page.
- ♣ Enter the Alien Number in the field provided. If the number is less than nine digits, enter preceding zeros to bring the number of digits to nine.
- ♣ Medicaid should appear in the "Benefits" box.

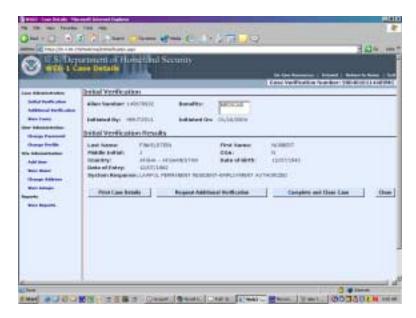
Click on Submit Initial Verification button.



#### 3. Review Initial Verification Results

- ♣ Compare verification results to the documents provided by the client.
  - ❖ Compare first and last names and date of birth.
- Note System Response.
  - Possible Initial Verfication Results include.
    - ▶ Lawful Permanent Resident Employment Authorized.
    - ▶ Refugee Employment authorized.
    - ▶ Asylee Employment Authorized.
    - ▶ Section 210 Temporary Resident Temporary Employment Authorized.
    - Section 245A Temporary Resident Temporary Employment Authorized.
    - ▶ Cuban/Haitian Entrant Temporary Employment Authorized.
    - ▶ Application Pending Temporary Employment Authorized.
    - ▶ Institute Additional Verification.
- If the client's immigration status cannot be verified during the initial verification process or the information does not match the documents provided, you must submit an additional verification request.
  - ❖ If response is Institute Additional Verification, click on "Request Additional Verification Button". Follow the SAVE Initiating Secondary Verification procedure.

- ❖ If the initial verification results returns names which are different than the documents presented by the client, institute an additional verification request. Click on Request Additional Verification button and follow the SAVE Initiating Secondary Verification procedure.
- For all other responses, print and close the case.



#### 4. Print Case Details

- Click on the "**Print Case Details Button**" located on the left bottom of the screen.
- ♣ Print the case details screen from the web browser window.
  - Click on File from the browser tool bar.
  - Click on Print.
  - Click on OK in the pop up print window.
- Maintain a copy for permanent verifications in case file.

#### 5. Complete and close the case

- Click on the "Complete and Close Case Button" located on the right bottom of the screen.
  - ❖ This will close the is case as being completed for processing.
  - ❖ This will return you to the WEB-1 Home Page.

#### SAVE/ASVS

#### INITIATING ADDITIONAL VERIFICATION

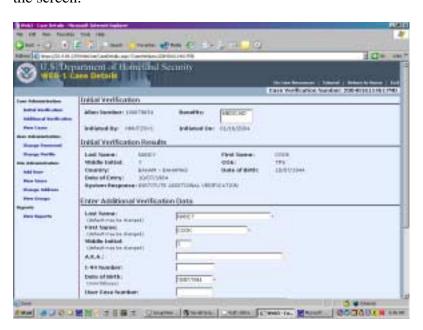
**INTRODUCTION**: If the client's immigration status cannot be verified during the initial verification process or the information does not match the documents provided, you must submit an additional verification request.

#### 1. Request Additional Verification

- Click on the "Request Additional Verification Request Button" located in the center bottom of the Case Details Page.
  - ❖ Enter all additional information available from the client's documentation or change any of the appropriate defaulted information in the fields to match the client's documentation.
    - Use the client's High Level Client Index (HLCI) number for the User Case Number.
    - ▶ Use Special Comments field to add additional information, which may be helpful for the DHS status verifier to distinguish this client from other persons with the same name.

**NOTE**: Asterisk fields are mandatory fields and must be completed.

Click on Submit Additional Verification button located at the bottom of the screen.

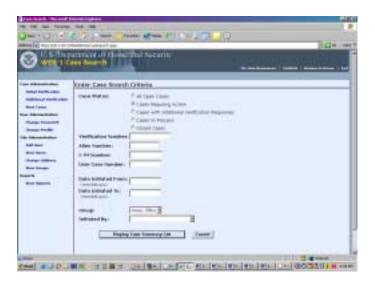


- ♣ Print Case Details.
  - Click on Print Case Details button located at the bottom left hand side of the screen.
    - ▶ Use scroll bar on the right side of the page to scroll to the bottom of the page.
- ♣ Print case details from web browser window.
  - Click File on browser toolbar.
  - Click Print.
  - Click OK in the pop up print window.
- ♣ Maintain a copy for permanent verifications in case file.
- ♣ "Schedule Task" to retrieve Additional Verification Results.
  - Schedule a task to retrieve the Additional Verification results in 10 business days.
- Close Verification Screen.
  - ❖ Click on Close button located at the bottom right of the screen.

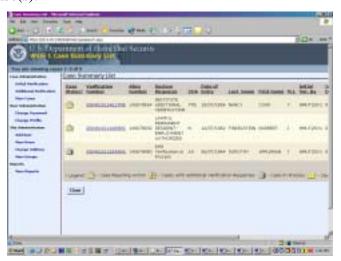
# SAVE/ASVS VIEW CASES/RESULTS

#### 1. Retrieve/View Case Results

- ♣ Click on "View Cases" option under Case Administration found on the menu bar on the left side of the web page.
  - ❖ Case Status: Cases requiring action.



#### 2. Check status of case(s).



### 3. Case Completed.

- → Click on the "Complete and Close Case Button" located on the bottom right of the screen if all verification and information is complete.
- ❖ This will close the case as being completed for processing.

#### 4. Case Not Completed.

Click on Close at bottom of screen.

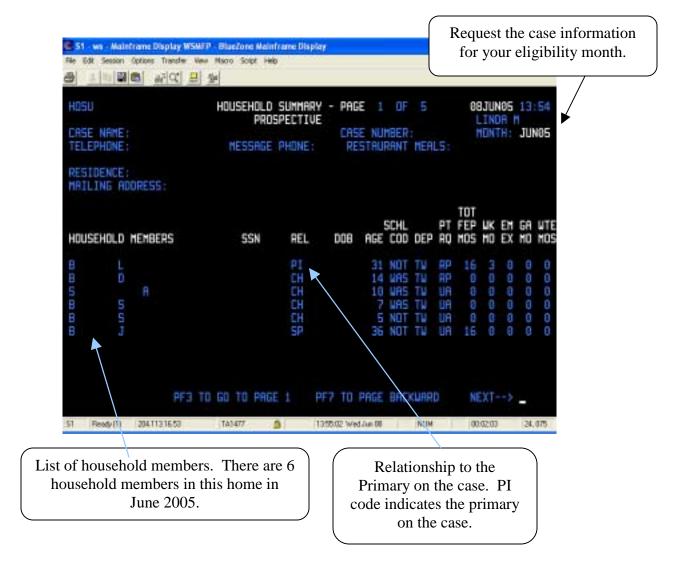
<sup>\*\*</sup>At the conclusion of each session you must EXIT the SAVE system.

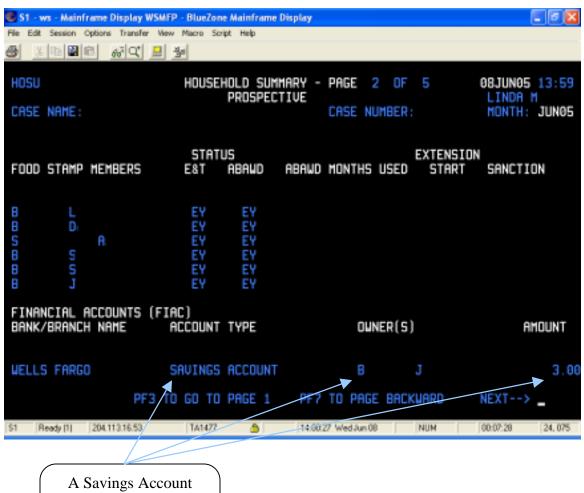
# Deprivation Income and Assets

#### PACMIS HOSU SCREENS

The PACMIS HOSU screen is the summary of the information for a case during the requested month. Household size, income and asset information for the eligibility month can be found here.

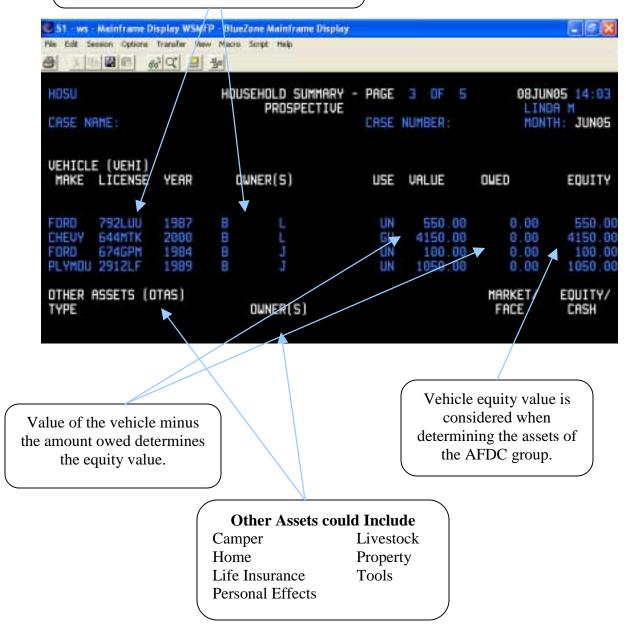
The PACMIS Quick Reference contains a list of codes used in PACMIS.

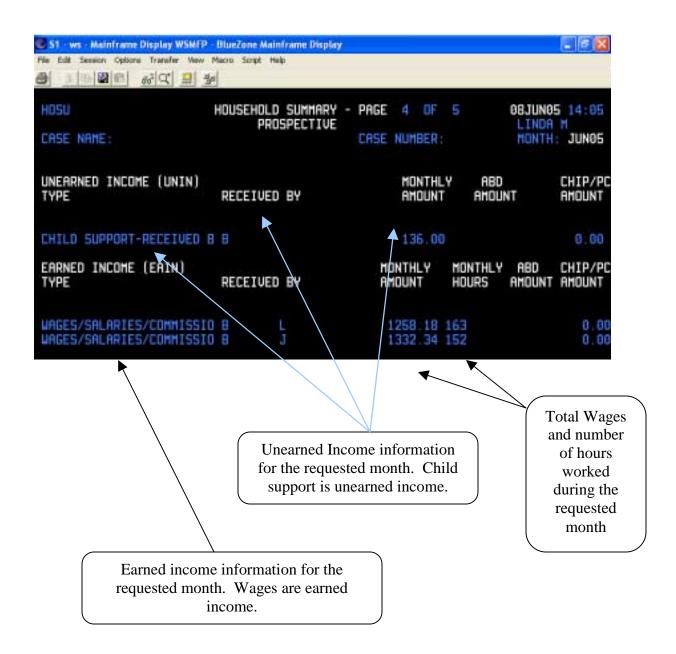


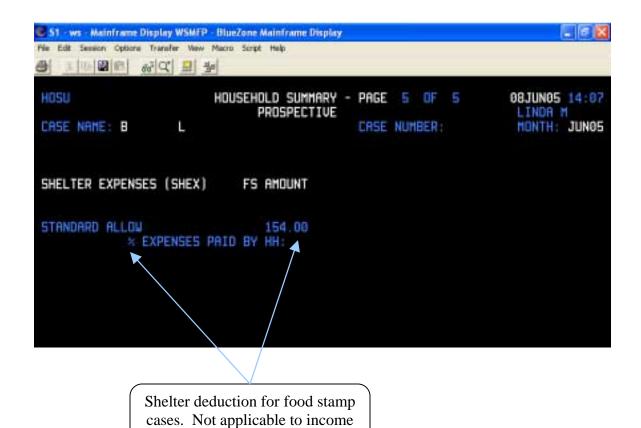


A Savings Account would be considered an asset of the AFDC group member.

Vehicle listed for household members. Vehicles are considered assets for AFDC group members.



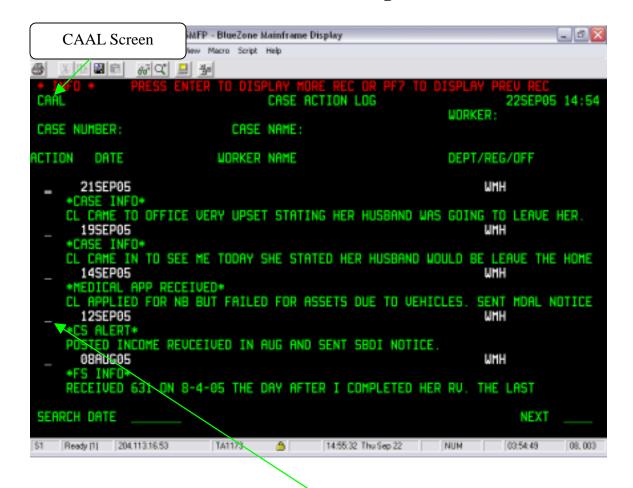




and assets of the AFDC group.

# Using the PACMIS Logs for Information to Support an IV-E Determination

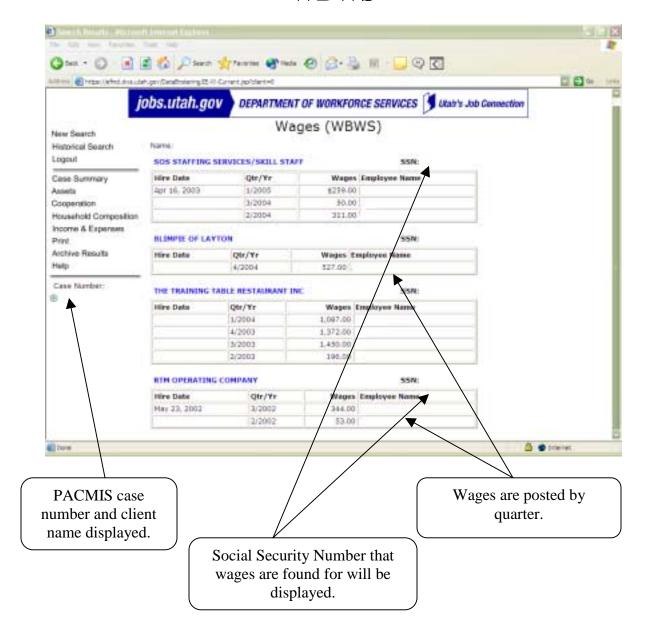
#### **Case Action Log**



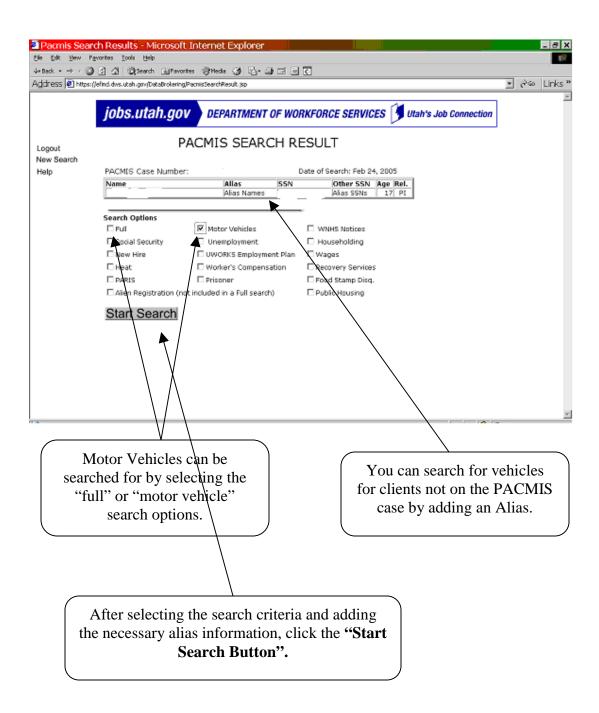
Enter a "R" to read the entire case log.

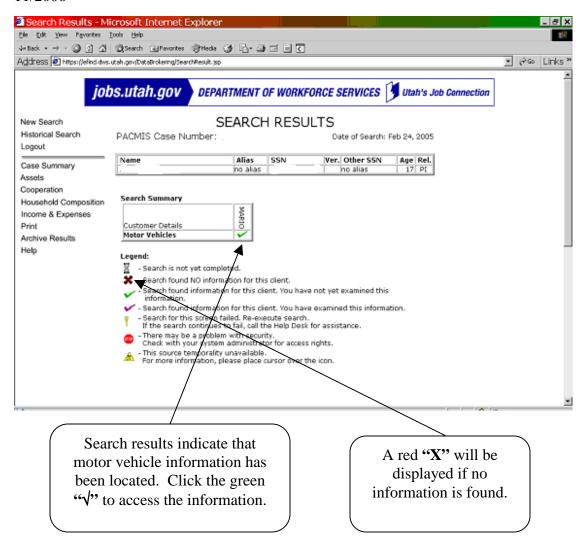
Look for information from reviews,
investigations, applications and any other
circumstance that may be relevant to your
particular case. DWS/BES workers have regular
contact with clients, but the type of benefit case
determines how closely the case is monitored.

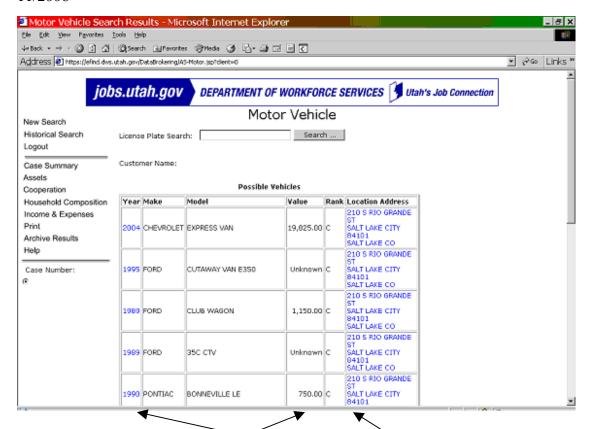
# E-Find Wage Information WBWS



### **E-find Vehicle Information**







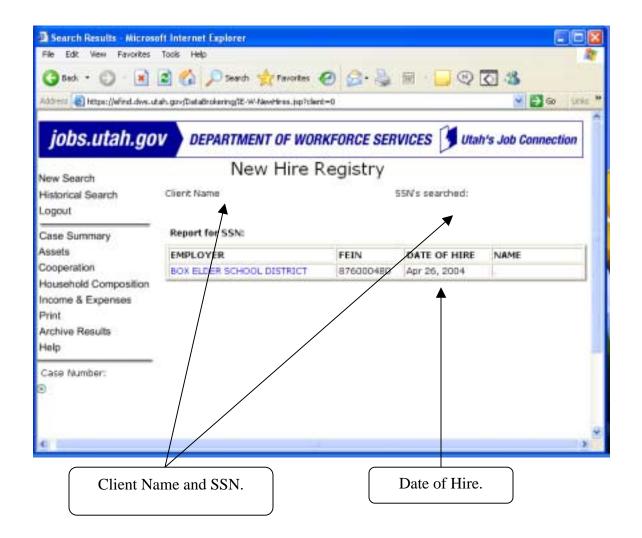
#### Vehicle Information Display.

Vehicle information includes make, year, and value. The "Rank" indicates the likelihood of this vehicle belonging to your client.

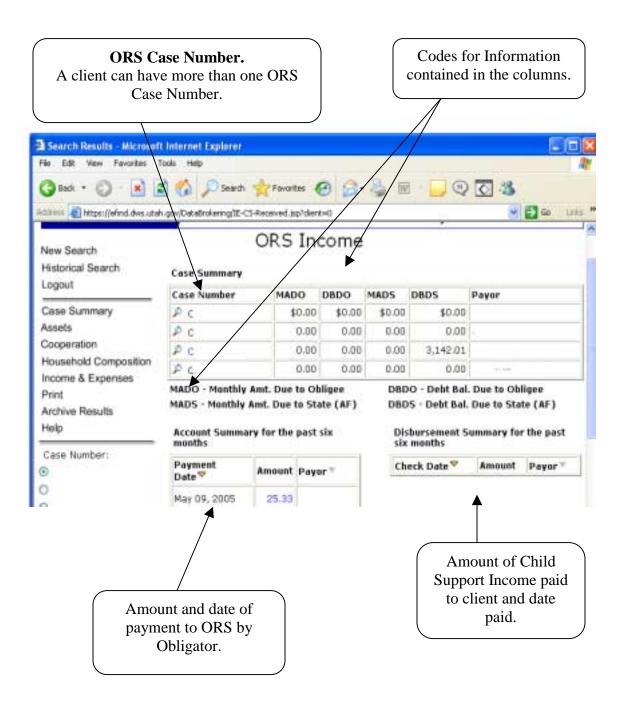
- A = Very Confident/Name and Address match.
- B = Possible / Name match only.
- C = Possible/Address match only, possible company car.

Holding your cursor over the items displayed in "blue" will give you additional information, such as a lien holder.

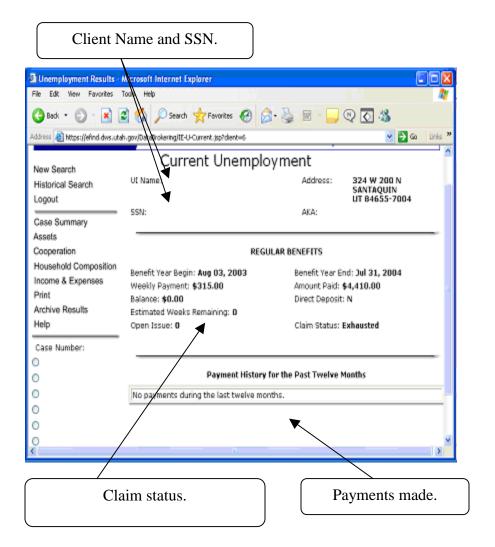
## **New Hire Registry in E-Find**



## **Child Support Income in E-Find**



# **Unemployment Benefits in E-Find**

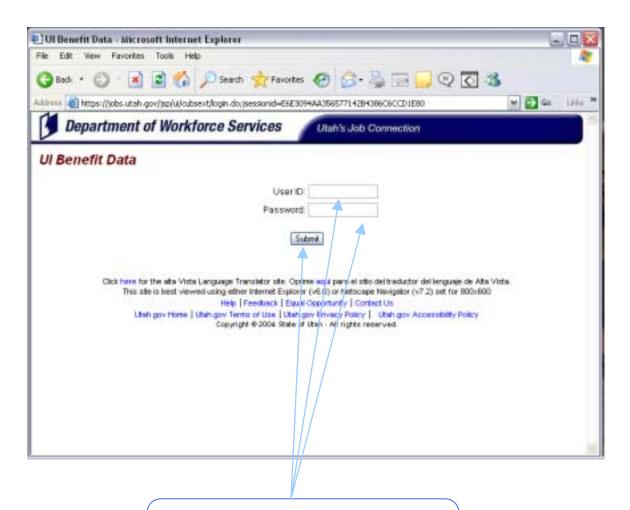


## **CUBS System**

The DWS Mainframe Transactions WWEU and WBPS have been discontinued and replaced with the CUBS System. Wage and unemployment information can be searched for in CUBS. If the CUBS system finds no data, you will not receive an error message, there will be nothing displayed.

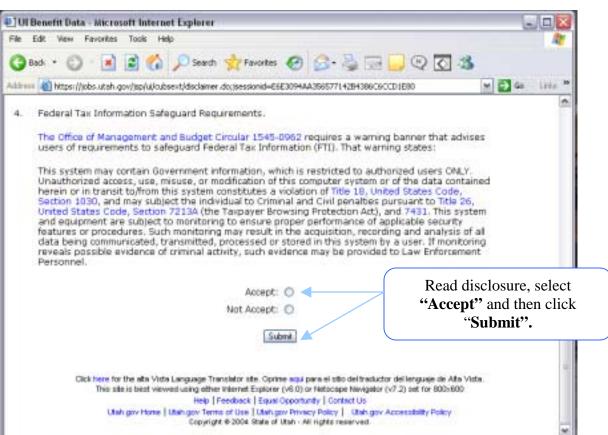
To access CUBS use the following URL:

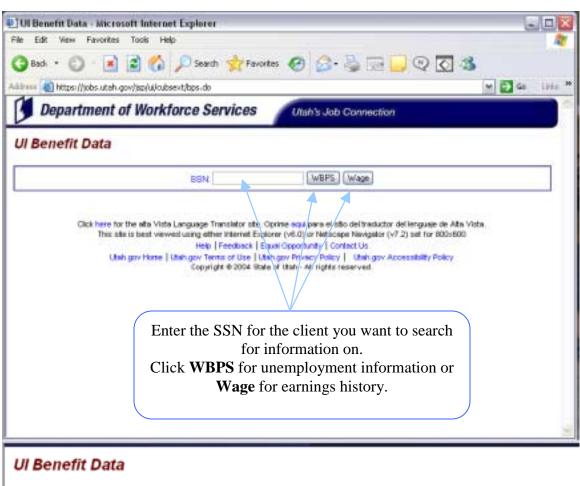
https://jobs.utah.gov/jsp/ui/cubsext



The login is your Mainframe user ID (HS\*\*\*) and password. Enter that information and click "Submit".

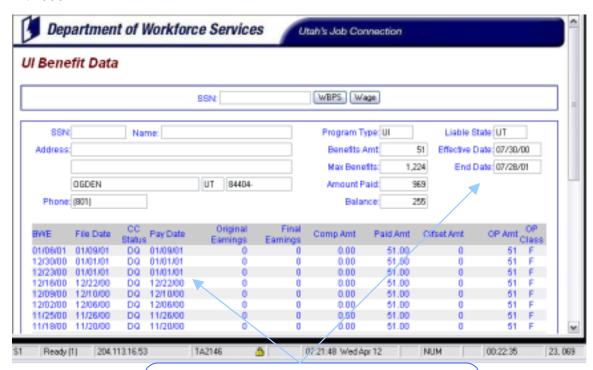








Wage Screen Display.
Wage history displayed by quarters.

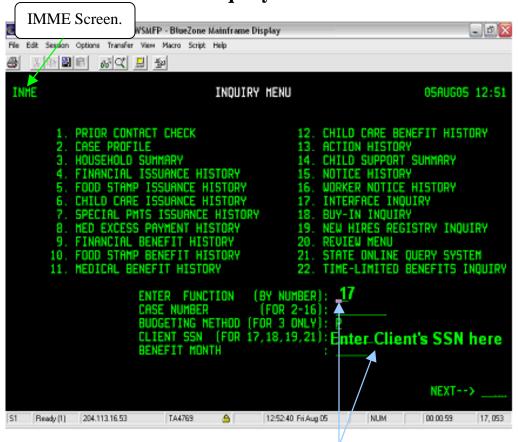


#### WBPS Screen Display.

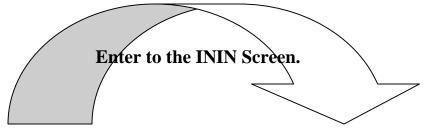
Unemployment dates, payment information and benefit amount are available on WPBS.

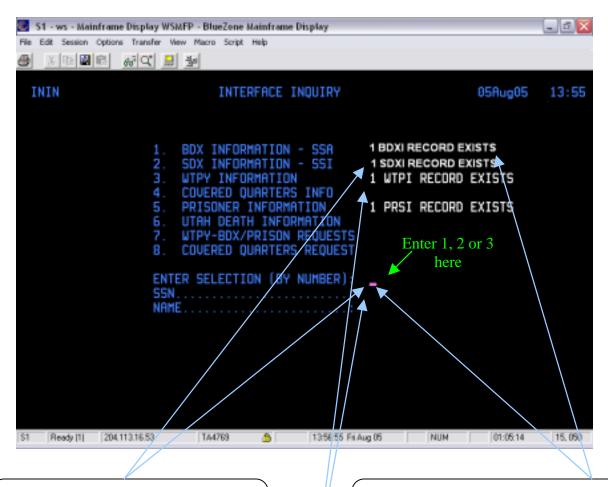


### PACMIS Interface Screens Inquiry Menu



Enter #17 in the **"Enter Function"** field. Enter the client's SSN.

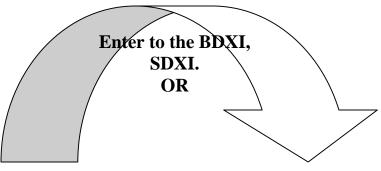




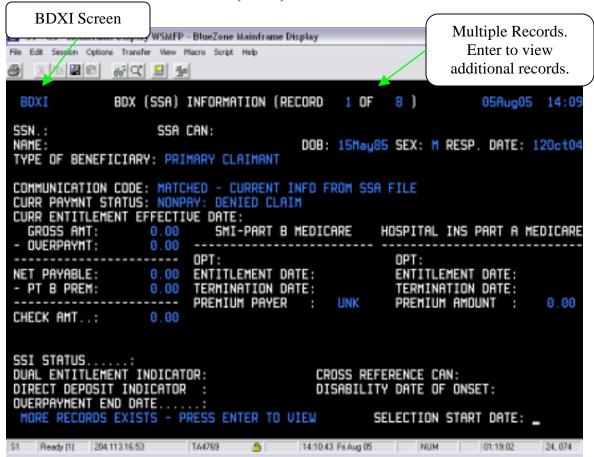
SSI Information exists. Enter #2 for more information. Screen may be printed for the case. SSA Information exists.
Enter #1 for more information.
Screen may be printed for the case file.

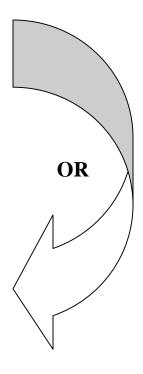
#### **Verification of SSN**

This screen may be printed and used for the SSN verification in the eligibility file.

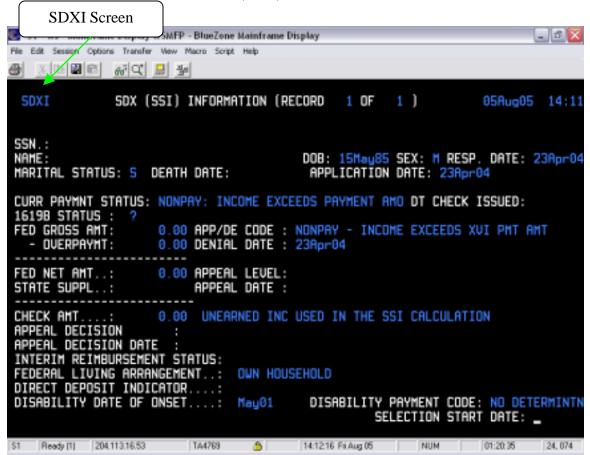


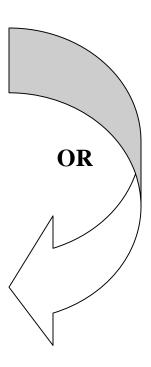
#### **BDX (SSA) Information**



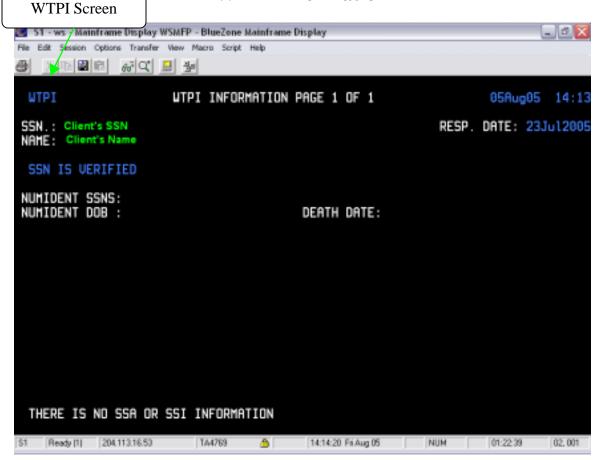


#### **SDX (SSI) Information**





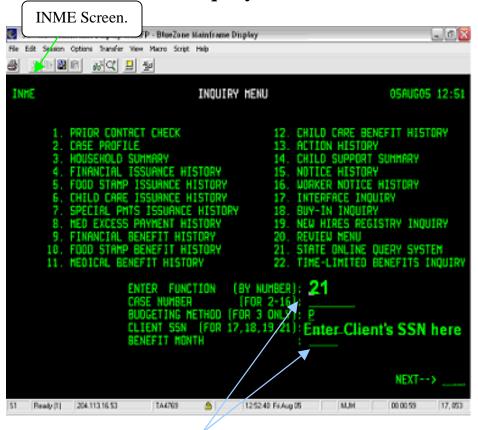
#### **WTPI Information**



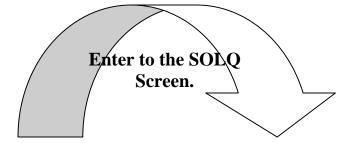
If the SSN comes back as "Not Verified" research will need to be done and the problem corrected.

The Interface may offer an alternate SSN if the number entered is unverified.

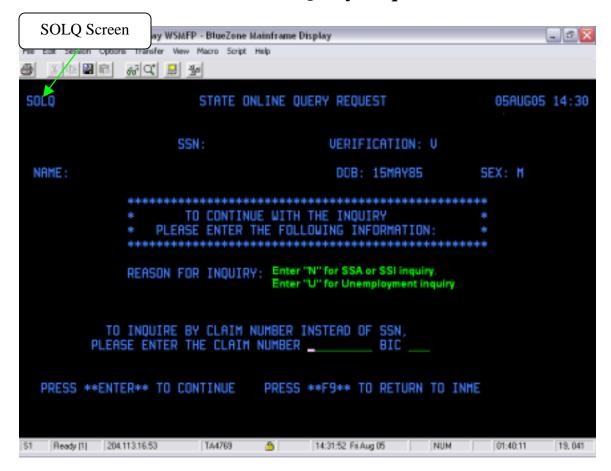
### **Inquiry Menu**

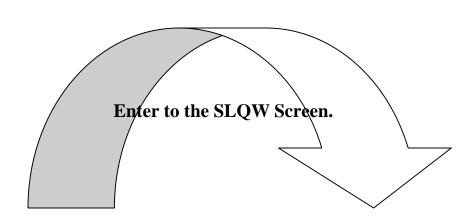


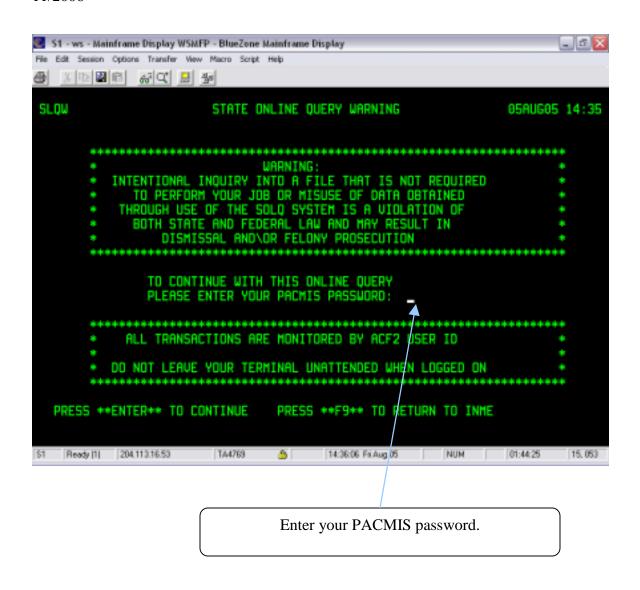
Enter #21 at "Enter Function".
Enter Client's SSN.

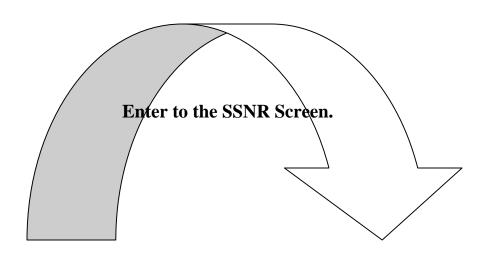


### **State Online Query Request**

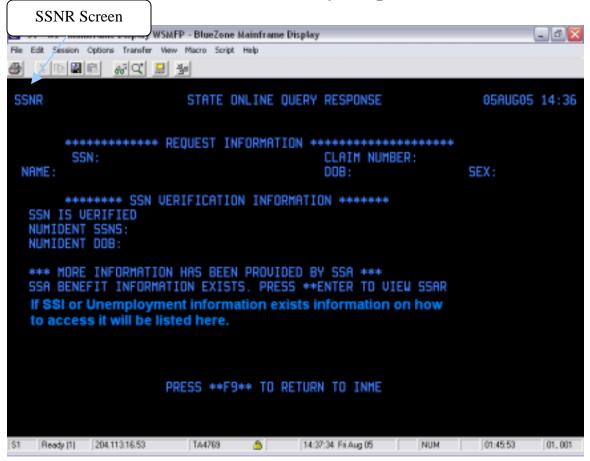






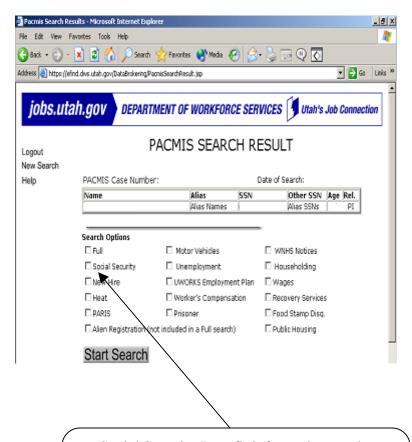


### **State Online Query Response**



The Interface Screens may be printed and used as verification for the eligibility case file. They should not be shared with outside agencies that may request a copy of the child's Social Security Card.

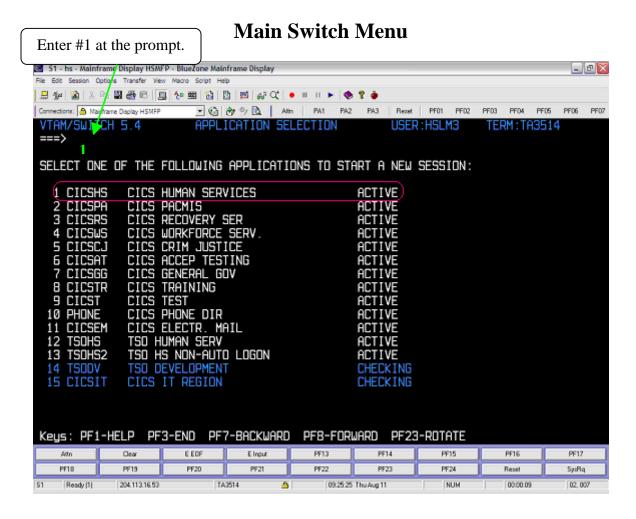
### **E-Find Social Security Information**

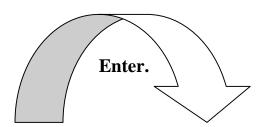


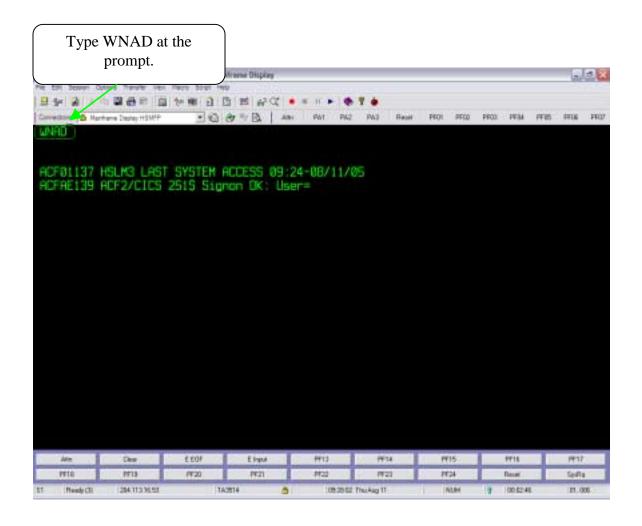
Social Security Benefit information can be accessed in E-Find by selecting the "Social Security" box. E-Find will search for benefits for the listed SSN's.

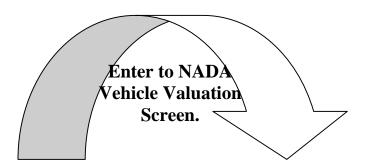
### **WNAD Vehicle Information**

Jeri Griffin is the DHS contact person for system access problems.



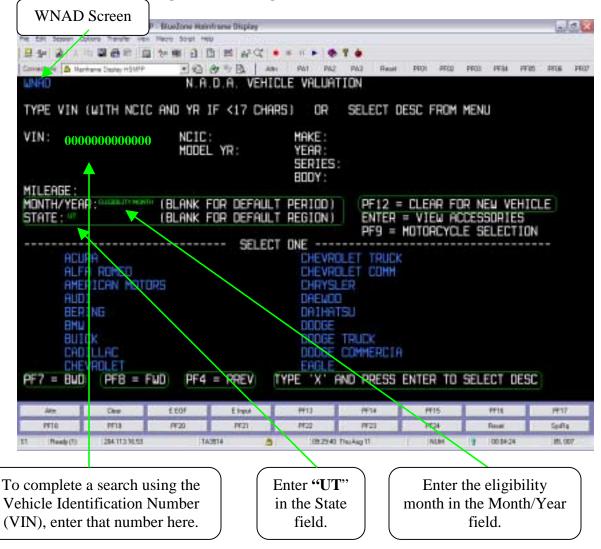




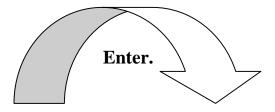


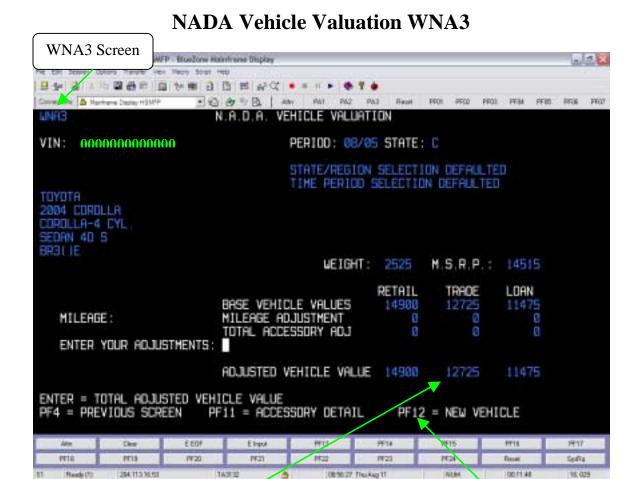
#### **NADA Vehicle Valuation**





Vehicle Identification Numbers are available in the UCJIS System.





This screen should be printed and included in with the asset verifications for the initial determination.

Use the trade value of the

vehicle.

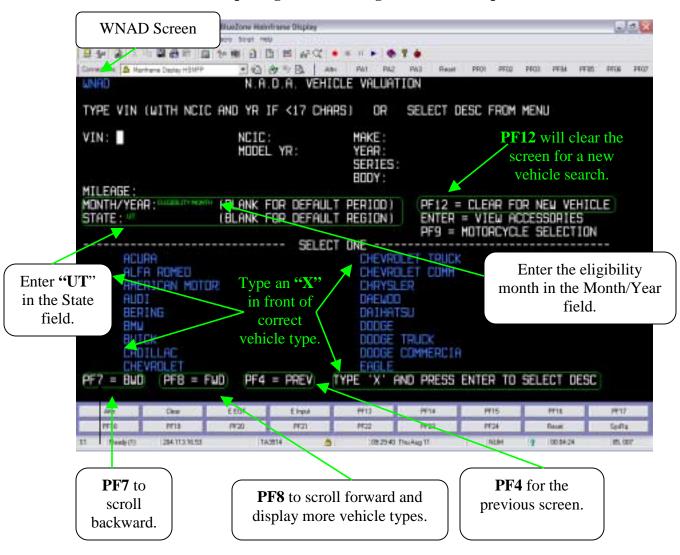
Hit PF12 to search for

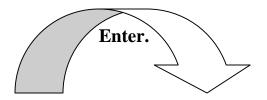
information on another

vehicle.

#### **NADA Vehicle Valuation**

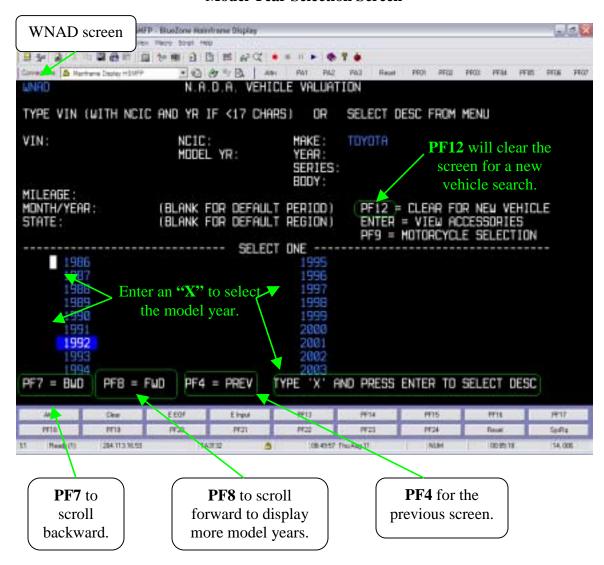
Completing a search using a vehicle description





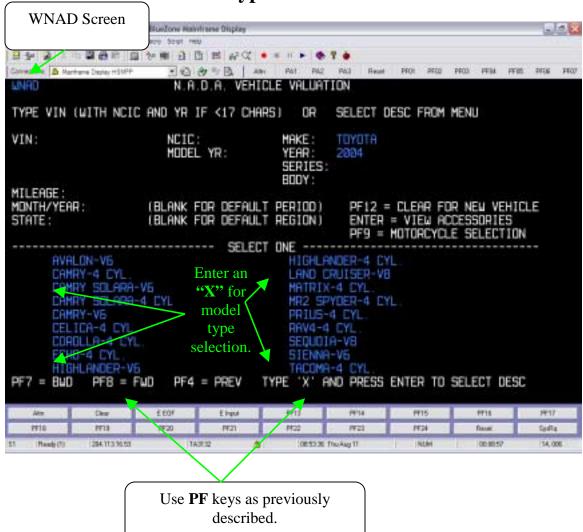
#### **NADA Vehicle Valuation**

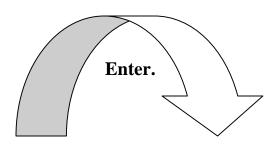
**Model Year Selection Screen** 



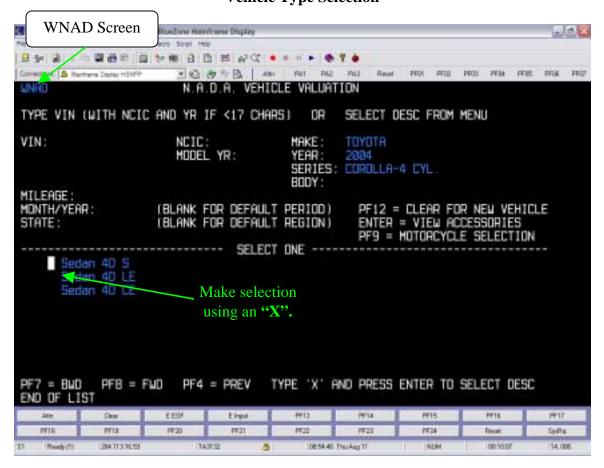


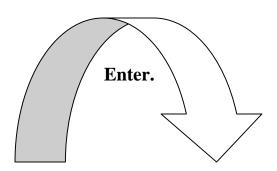
## NADA Vehicle Valuation Model Type Selection Screen





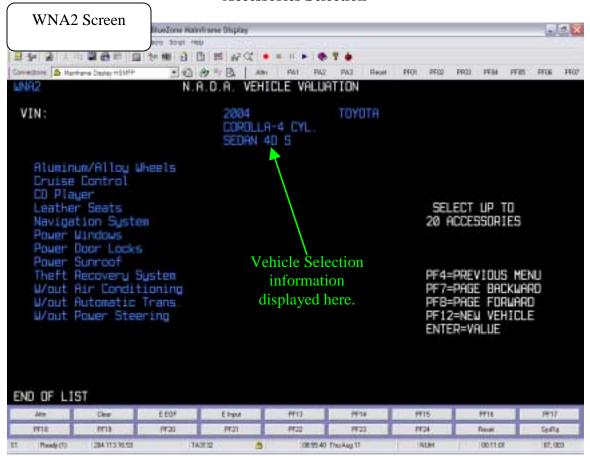
#### NADA Vehicle Valuation Screen Vehicle Type Selection



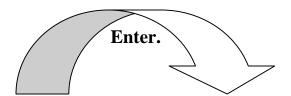


#### **NADA Vehicle Valuation**

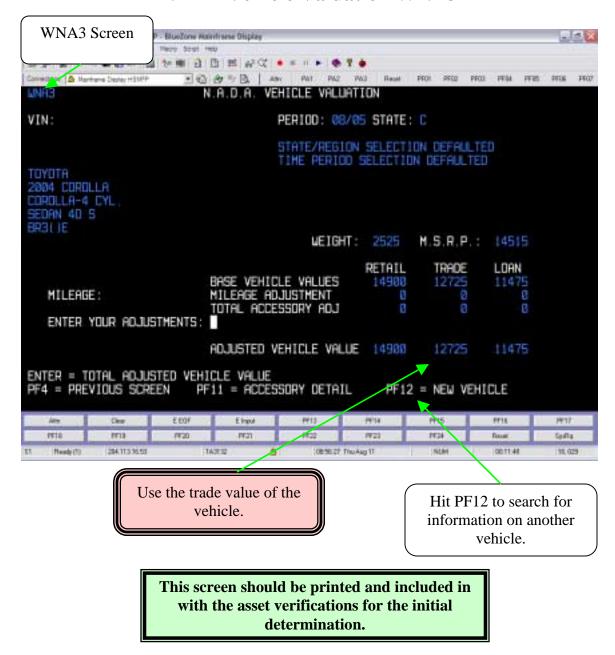
**Accessories Selection** 



No accessories should be selected.

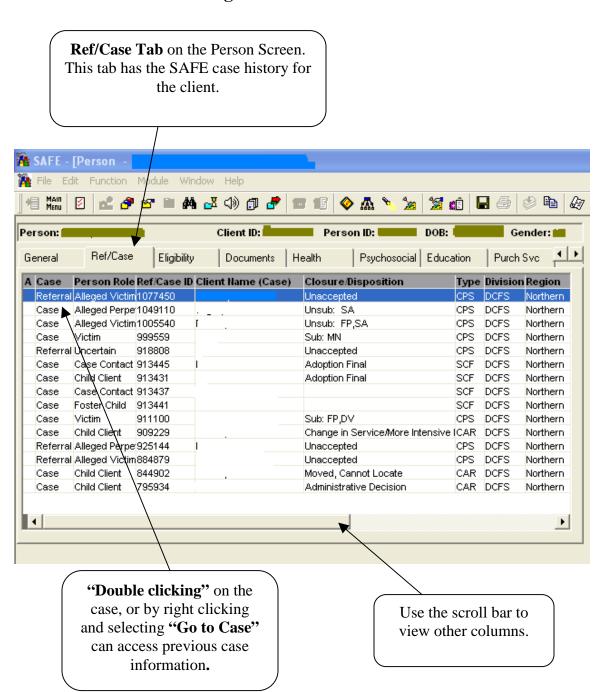


#### **NADA Vehicle Valuation WNA3**

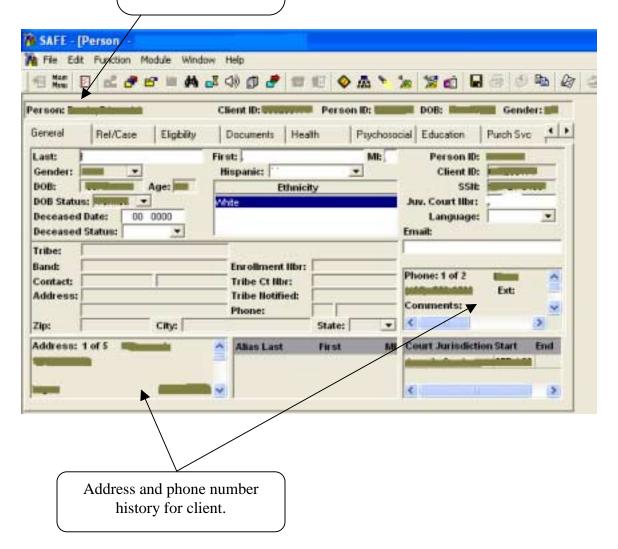


Vehicle value information also available online at http://www.nada.com/

# **SAFE Person Screen and Case Information Resource for locating information about the Removal Home**



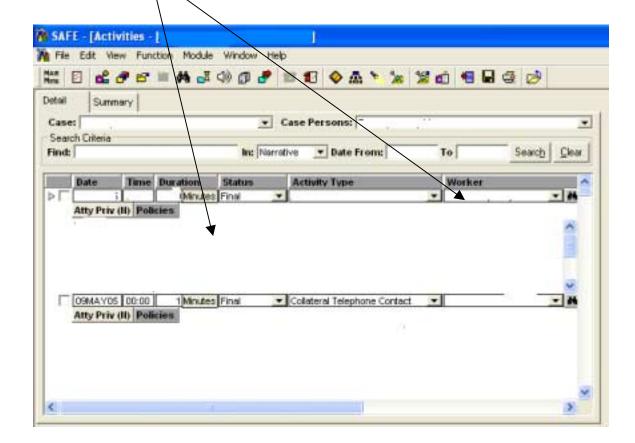
Family information is available from the "General Tab" on the Person screen.



Case and family information from the "Document Tab" on the person screen. A SAFI - [Person -A File Edit Function Module Client IB: 100000000 Person ID: DOB: Gender: Person: Discuments Health Psychosocial Education Purch Svc ( ) Ref/Case Eligibility General - View C Browser @ Iable Author Status Started Updated Finalized Case ID Burt-Coburn, Dorot Final 19Jan05 06May05 19Jan05 913441 Doc Hame Status Started Updated Finalized Case ID Type Mr. A Service Plan SCF bn Progress Summary/Court Report ( oster Burt-Coburn, Dorot Final 04May05 04May05 04May05 913441 SCF do Care Cases) Progress Summary/Court Report (Foster Burt-Coburn, Dorot Final 02May05 03May05 02May05 913437 Care Cases) Burt-Coburn, Dorot Final Service Plan 04Apr05 19Apr05 19Apr05 913441 SCF dc 13Apr05 13Apr05 13Apr05 913441 Residential Care Screening Form Burt-Coburn, Dorot Final SCF dc SCF do Functional Assessment Yoder, Dixie H Draft 10Dec03 08Apr05 913441 Burt-Coburn, DorotFinal 06Feb05 14Mar05 06Feb05 913441 Progress Summary/Court Report (Foster SCF mr Care Cases) Progress Summery/Court Report (Foster Burt-Coburn, Dorot Final 28Jan05 24Feb05 28Jan05 913437 SCF mr Care Cases) SCF dc Service Plan 25Jan05 25Jan05 25Jan05 913437 Burt-Coburn, Darot Final Mindey Philads Minut 22 horist 25 horis 22 horist 812427 4

Right click and select "Document View".

Case Activity Logs can contain valuable information. You may want to contact a particular worker for more information regarding an activity log.

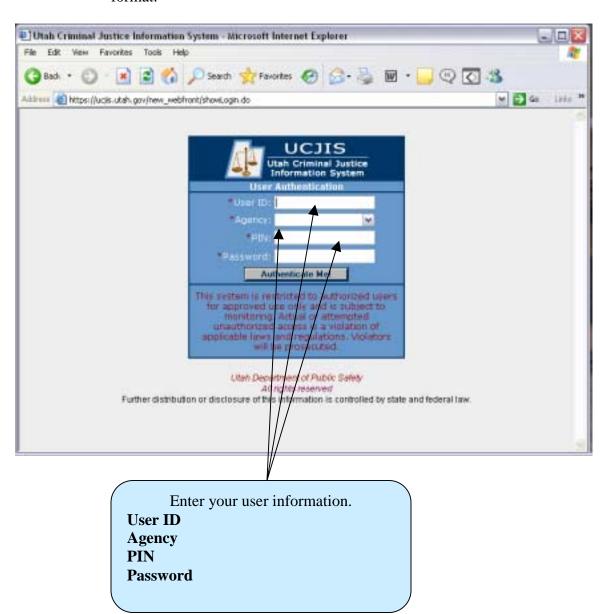


### **UCJIS Information**

#### Enter the website address to login.

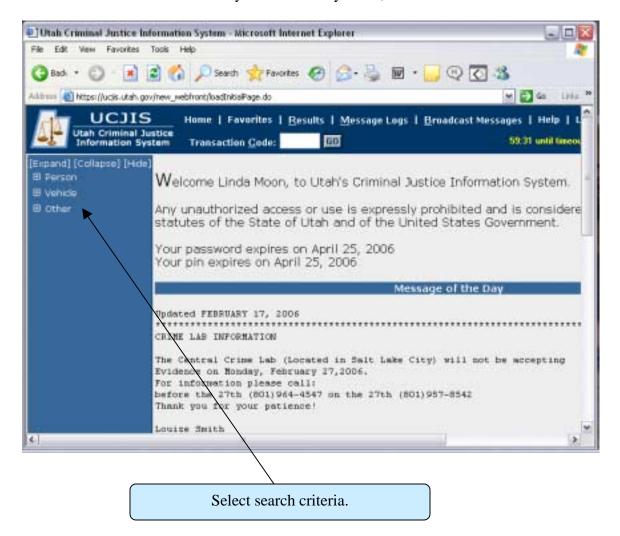
https://ucjis.utah.gov/new\_webfront/showLogin.do

- ➤ User Authentication information is provided at the time that system access is granted.
- ➤ PIN number and password are time limited and must be changed by the user. New PINS and passwords are chosen by the user, using the required format.

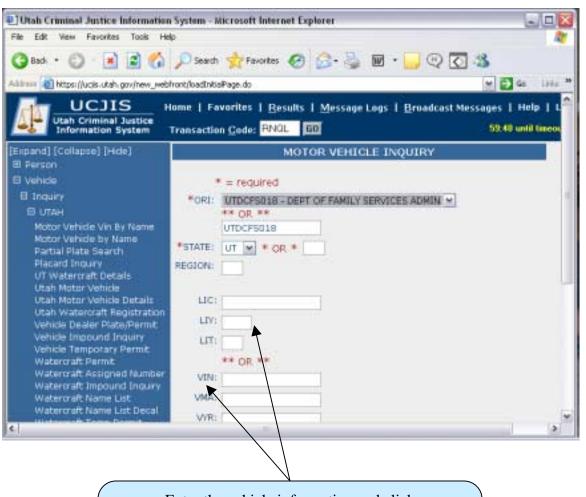


There are several ways to search in UCJIS.

- > Person
  - Drivers License information
- > Vehicle
  - Vehicle information may be searched by name, VIN or Plate number

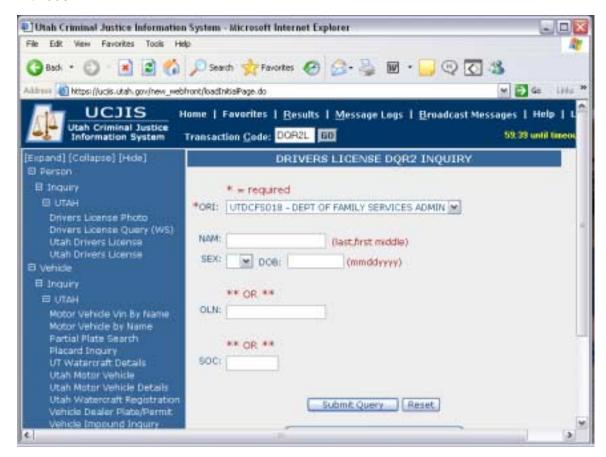


After selecting a category, the screen to enter the search information will be displayed. Enter the search information and the results of the search will be displayed.



Enter the vehicle information and click "submit query". The submit button is located at the end of the search criteria.

Searching by owner name is also possible.



Searching UCJIS Drivers License data can locate the Social Security Number of a person who holds a Utah Drivers License, if the SSN is listed on the license. Search may result in multiple persons matching the request. You may be able to determine the correct person by the address information on the license.

Searching UCJIS Motor Vehicle data can locate vehicles registered to the requested search criteria. Search may result in several vehicles displayed for a name. It will be necessary to determine which vehicles belong to the client you requested information for.

# Medicaid Verification Policy

#### 731-1 What Must Be Verified?

#### Policy Effective July 1, 2006

Some verifications are preferred over others; however, in the absence of a preferred type of verification, workers may use other methods to verify eligibility factors. Some methods of verification cannot be used for certain eligibility factors. Acceptable verifications are described below.

#### Client's Statement

This is when an eligibility worker decides to accept the client's statement as verification. Client statement or self-declaration cannot be accepted for the following eligibility factors:

- Citizenship (See Table IV for acceptable forms of verification)
- Identification (See Table IV for acceptable forms of verification)
- Alien status
- Income
- Disability status
- Pregnancy
- Verification of eligibility for the Breast and Cervical Cancer program, and verification of the continued need for treatment at reviews
- Value of assets for an assessment of assets
- Transferred assets for long-term care and waiver programs
- Confirmation of eligibility for a home and community based services waiver.
- Refer to Sec. 731-4 for verification requirements for SSI recipients.

#### **Prudent Person Concept**

Based on available information the Medicaid Eligibility staff uses professional judgment to decide if the information is correct and complete, and whether some other form of verification is required. Prudent person concept cannot be used as verification for the items listed under #1 above.

#### Hard copy verifications

Verifications may be those items listed on the Verification Tables or other documents accepted by the worker. Once a hard copy verification is received, either copy it and file it in the case record, or document that you have viewed it by entering a VV verification code on the PACMIS system.

Whenever an eligibility factor has been verified by hard copy and the PACMIS system shows a HC, IM, or VV verification code, unless it is subject to change or if you have current information that contradicts the accuracy of the verification, do not re-verify that eligibility factor. Examples of eligibility factors that are not subject to change are citizenship, date of birth, and relationship.

However, from July 1, 2006, citizenship and identity must be documented for all applicants and recipients. Workers must check the case record of ongoing recipients for documentation and if it is not present, request it from the recipient.

#### **Computer Interface matches**

Computer interface matches are verifications received from another source such as Social Security via a match between computer records. For example, Social Security numbers are matched by computer interface. Other information such as income is updated periodically through computer interface matches.

**Collateral contacts.** A collateral contact is when an eligibility worker contacts a third party to verify an eligibility factor. A third party may include medical providers and employers, or a family member or friend whom the client has given us permission to contact to validate information. Information received from a collateral contact may be used in conjunction with the Prudent Person Concept to verify information.